

Time & Attendance Management



- Definable work groups to be attached to each staff within the organization. Attachment of staff to work groups is date effected and can be setup in advance.
- Holiday schedule for common holidays, regional holidays and/or special holidays.
- Generation of periodic off days and non-working days schedule for work group/s.
- Definable clocks to be used for Payroll Processing and Clocks that were designated for the purpose of Analysis.
- Analysis of clockings done by staff, from clocking device, that is used not for attendance purpose but for analysis such as hours spent on certain particular job and/or project.
- Supports multiple type of shifts eg. Morning, afternoon, midnight, etc.
- Supports 24 hours shift operations eg. Start 11pm, end next day 7am.
- Support capturing of early Overtime Hours ie. Overtime before start of designated shift.
- Ability to handle staff adhoc change of shift. System can register those clockings for post-approval, instead of reporting the staff as absent from defined shift or working on not defined / unknown shift.
- Automatic generation of rotating shift for staff based on periodic patterns eg. Every 1 week, every 2 weeks, etc.



- Staff, Visitor and Contractor Card management.
- Multiple types of Attendance Incentives with different computation rules.
- Pre-approved OT schedule for each staff, indicating to the system the date, start time and end time of the OT.
- Support the use of a separate ID Badge numbering model instead of using Staff ID as the Badge No.
- Flexible administration of processes related to Badge Issuance, Badge Lost, Replacement and Cancellation.
- Temporary Badge assignment to Employees under necessary conditions. The system are able to link the Temporary Badge to the Employee for that particular day/period.
- Contractor's attendance analysis and monthly report.
- Raw data upload from Time Clocking device for processing

into daily attendance information.

- Supports any bar code, magnetic stripe, proximity and/or finger scan time clocking device.
- Supervisor verification of attendance record can be done online, for their subordinates OT, Leave, Normal Hours, Incentive payment, etc.
- Integration of Overtime Hours to Payroll for processing together with salary
- Flexibility in re-upload of clocking data should the first upload fails or the data is incomplete.
- Automatic checking if employee is Absent without Leave (if he/she did not clock in for work).
- Daily, weekly and monthly attendance reports.
- Late comer and those who left early prior to shift ending period reports.
- Overtime Hours reports for employees and for each department
- Report on any incomplete clockings eg. Clocking in without clocking out and vice versa.
- ESS Time Post Approval Screen Configuration, such as supervisor can update EOT, LOT, Day Code computed by system & enter Work Hours that is larger than hours that was computed by system.
- ESS screen to view subordinate attendance records
- Daily Work Hours Report (Post OT Report)
- Configuration on maximum number of days that a user can backdate a pre-approval OT application
- Maximum & minimum hour of Pre-Approval OT allowed to apply (in minute)
- Maximum & minimum hour of Post OT allowed to apply (in minute)
- Post OT submission control e.g. Post OT can be submitted only 2 or 3 days after the shift date.

